



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: William Bellerose Employee ID #: (b) (6)
Position Title (optional): _____ PP-Series-Grade (optional): GS-0080-13
Organization (optional): HAAA0000

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): \$2,000.00 AND/OR Total Number of Hours: 18.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit
Value of Benefit: ☐ Moderate ☒ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

Bill is nominated for an award for exceptional customer service. Bill has greatly contributed toward a cohesive HQ Operations Branch (HOB) by supporting a cross section of the HOB responsibilities. His commitment to teamwork demonstrated through collaboration with agency staff and various Federal Triangle partners along with his diligent approach to quality assurance have increased the efficiency of many HOB processes resulting in greater customer satisfaction. Bill has successfully managed the HQ Closed Circuit Television (CCTV) upgrades at the Federal Triangle Complex, Potomac Yard and Landover facilities and the HQ Physical Access Control System (PACS) initiative. His project management skills continue to ensure EPA employees have a reliable communication system to notify them of emergency or security events, security enhancements that better protect them, and an up-to-date HQ Occupant Emergency Plan (OEP). Bill continues to demonstrate a high level of professionalism that helps to assure that the HQ Operations Branch meets its goal of excellent customer service.

This nomination also reflects the many valuable contributions Bill has made to the HQ Security team. He led the successful effort to initiate, execute and complete the process for the recompete of a new OEP support contract. Bill also participated in the planning of all FY2020 special events hosted by the Administrator's office, various program offices, and the Customs Border Patrol Valor Program. During these events, Bill assisted with our security set up and escorted contractors, agency guests and dignitaries. Throughout these many events he worked well with agency staff, GSA contractors and FMSD staff to complete numerous requests to accommodate over 600 participants. In addition, Bill's dedicated professionalism continues to assure that all HQ security support staff who implement the security procedures have been properly educated and are committed to the execution of both EPA and FPS security policy and procedures resulting in greater security awareness. For these reasons, Bill is nominated for this award.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.